

DIVERSITY DIALOGUE SESSION (DDS) GUIDELINES

*Dialogue is a tool that supports “cultivating a model workplace cultural diversity, strategic and tactical planning, and total quality.” One particular type of dialogue is the Diversity Dialogue Session (DDS). In DDS’s employees and their lead supervisor are expected to engage in open and frank dialogue and discussion about assumptions, stereotypes, and individual perceptions of differences. They are also expected to focus on building an environment that enables everyone to work to their full potential in addition to improving communications. **Specific objectives consist of:***

- 1. To understand and value different perspectives*
- 2. To correct stereotypes and erroneous assumptions*
- 3. To develop trust and find value in diversity*
- 4. To enhance communications*
- 5. To remove barriers to a model workplace*
- 6. To have a positive impact on the Center*
- 7. To provide for individual and organizational growth and learning*

Diversity Dialogue Sessions are committed to:

- 1. Openness to learning*
 - 2. Willingness to listen and be non-judgmental*
 - 3. Team development*
 - 4. Continuous Improvement Process relative to taking corrective and/or preventive action*
 - 5. An atmosphere of inquiry (impartially seeking truth) rather than advocacy (trying to score points for one’s own opinions)*
- At least 4 hours each quarter shall be devoted to DDS.
 - During the current stage of development, a minimum of 2 hours each quarter will focus on race and/or gender topics.
 - DDS topic selection should be worked with work group and process consultant **prior** to a scheduled session and reviewed with next level of management for consistency and relevance.
 - Because participation in DDS’s is a part of everyone’s job, attendance at scheduled sessions will be mandatory and tracked by the Division office; the Division office must report attendance results to the Directorate office each quarter.
 - DDS may include a video 30 minutes or less including time devoted to any supplemental or additional written materials; related dialogue must follow.
 - The process for **leading** a DDS will nominally include:
 - An initial meeting between the DDS lead supervisor and process consultant
 - Completion of the DDS Checklist for Supervisor Readiness
 - Additional meeting(s) as required
 - Distribution of DDS information and select topic(s) to staff

- An individual follow up meeting between lead supervisor and process consultant for purposes of feedback
- DDS may be held with **project teams** or other **cross-organizational groups**.
- The process consultants will:
 - Coach and assist managers on all levels relative to satisfying DDS requirements
 - Facilitate Diversity Dialogue Sessions
 - Provide feedback to managers on DDS leadership issues
 - Develop training resources to support DDS requirements across the entire Center
 - Aggregate data for submission to the DLT
- The Directors of and Directorate Supervisors/Managers are responsible for:
 - Development of metrics to track action(s) to follow-up on dialogue and discussion, including conducting subsequent dialogue sessions concerning the results of such follow-up action(s)
 - Attendance, data collection, analysis, and feedback to the DLT.
- To help foster Lewis' Key Values of Openness, Integrity, Quality, and Diversity, dialogue comments **will not** be attributed to any individual or group.
- While Support Services Contractors (SSC) are not required to attend DDS's their **voluntary** attendance at DDS sessions addressing topics to increase performance of programs/projects is **not prohibited**.

Adopted by Director's Leadership Team: 1/22/98